

APPLICATION FOR CERTIFICATE OF COMPLIANCE

(Please print clearly. Please read the notes on the reverse side before completing this form)

The Applicant				Who is making this application?			
Name:	 <i>(Name in block letters)</i>					
Postal Address:					Postcode:	
Telephone No. (H)	 (W) (M)	
Fax No:			Email Address:		
The Land				What is the address of the land?			
..... <i>(Please attach a sketch plan if necessary)</i>							
The Owner				Who owns the land?			
Name:	 <i>(Name in block letters)</i>					
Address:					Postcode:	
The Proposal				<i>(If the application refers to proposed use or development)</i>			
<i>Describe the way the land is proposed to be used or developed. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate</i>							
.....							
.....							
Existing Use and/or Development				<i>(If the application refers to existing use or development)</i>			
<i>Describe the use or development for which a Certificate is sought. Attach any other information which the Responsible Authority may require to decide whether to issue a certificate.</i>							
.....							
.....							
Declaration							
I declare that all the information I have given is true and correct.							
Name:						
Signature:			Date:	 / /	

How to apply for a Certificate of Compliance

The Planning and Environment Act 1987, section 97N provides that:

1. A person may apply to the Responsible Authority for –
 - a) A certificate stating that an existing use or development of land complies with the requirements of the planning scheme at the date of the certificate; or
 - b) A certificate stating that a proposed use or development (or part of a proposed use or development) of land would comply with the requirements of the planning scheme at the date of the certificate.
2. The application must be accompanied by the prescribed fee.

You must give full details of your proposal or of the existing use and development for which you seek a Certificate, and attach as many supporting documents as possible. If you do not give enough detail the Responsible Authority may be unable to decide whether a Certificate can be issued, and you will be asked for more information. This will delay the application.

The Applicant

- Give your full name or the name of the company.
- Give your full postal address and your contact phone number

The Land

- Give the street number, street name, town and postcode.
- If you cannot give this information, then you must give –
 - The lot number and lodged plan number; or
 - The Title particulars; or
 - The Crown Allotment particulars

If you attach a plan, include:

- The boundaries of the land and their measurements
- The street it faces
- The nearest intersection street and the distance from this street
- The name of all streets on the plan
- The direction of North
- The scale of the plan

The Owner

If the applicant is not the owner, give the owner's name and address.

The subject of the application

You must either –

- Describe fully what you want to do with the land – for example, build a factory and use it for making milk cartons; or
- Describe fully the existing use and development on the land.

In either case, attach additional information if there is insufficient room, and attach a plan to show details of the use and development.

Before submitting the application, make sure that you have:

- Answered all the questions.
- Attached all the maps, plans, photographs and other documents.
- Included a list of all the documents.

The Responsible Authority will tell you how many copies of each document it needs.

Remember A Certificate may be cancelled if there has been a material mis-statement of concealment of fact in relation to the application for the certificate.

Please send the completed form and all the documents to the Responsible Authority:

Planning Department
City of Melbourne
GPO Box 1603
Melbourne Vic 3001

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purposes of assessment of planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:

- correspond with you about your permit application
- or for any other directly related, or reasonably related purposes.

The information you provide will be made available:

- to relevant officers within Council and other pertinent Government agencies directly involved in the planning process
- to contract service providers, where necessary or appropriate
- to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Melbourne, please contact the Planning and Building branch by telephone 03 9658 9658 or email enquire@melbourne.vic.gov.au